

# The Ohio Archivist

Vol. 23 No. 1 • Spring 1992

## Ohio Archivists and the Columbian Quincentenary

**A**t its spring meeting on Thursday and Friday, April 16-17, 1992, the Society of Ohio Archivists will present a plenary address from the perspective of the former director of the U.S. Columbus Quincentennial Commission, Dr. John A. Williams. The address, "Christopher

Columbus: the Chicken and the Egg," planned for Thursday afternoon, will center on his efforts to plan the national celebration and will discuss the history (or hype) of Columbus' voyage. Dr. Williams is now director of the Center for Appalachian Studies at Appalachian State University.

The morning session will be "Ideas, Innovations and Initiatives of Ohio Archives and Archivists," a look at new programs and ideas being instituted across the state. This will be a panel discussion with short presentations on topics including the archives of the U.S.S.R., Archives Week, conservation issues, and the Capitol



PHOTO COURTESY OF WESTERN RESERVE HISTORICAL SOCIETY, CLEVELAND, OHIO.

**Poles as Native Americans: Parishioners of St. John Cantius Church at an "Indian Festival," June 7, 1933. See "Visual History Collecting in an Urban Neighborhood," p. 6.**



Square Renovation Project in Columbus.

After the plenary session and business meeting at the Ohio Historical Society, Kathleen Fox will lead a tour to see the Ohio State Capitol renovations. Then participants will go to the State Library in the Ohio State Office Building for an evening reception; the Library staff will offer tours of the building, known for its interior artwork and Art Deco detailing. A restaurant tour in

downtown Columbus will follow.

On Friday morning there will be a workshop on archival sources for genealogy in Ohio, given by a panel of three at the Ohio Historical Society. A concurrent tour of Ohio State's archival facilities will include the University Archives, Rare Books and Manuscripts, and the Cartoons and Graphic Arts Archives. Transportation will be provided.

## PRESIDENT'S COLUMN

### *Pros and cons of two meetings a year*

In the fall President's column, I asked members to consider a proposal to change our bylaws to allow SOA to have one conference each year instead of the required two. I indicated that any members with thoughts on this should put them in writing, and that excerpts would be published in this column. To date, I have received only three letters—one in favor of a single meeting, two opposed.

On the pro side, Joanne Sawyer, archivist of Hiram College, said, "I agree completely with your proposal to amend the SOA bylaws to stipulate one annual meeting, to be held in the spring. I have two reasons for this: lack of time for conference/workshops, and expense. In this climate of staff and program cutbacks, some of us find ourselves doing double duty...making it nearly impossible to get away to a conference...I could probably get one relatively inexpensive conference like SOA paid for institutionally, but attending more than one would use more than my share of our staff travel allocation."

George Bain, head of archives and special collections at Ohio University, spoke against this proposal. Bain stated he thinks SOA can do two meetings and additional activities if Council were remodeled. "A possible way might be to increase the size of Council (four to six non-officers) or to extend the length of Council terms (from two to three years), or both. Structurally, SOA should consider having Council members serve as heads of standing committees, with each committee head having helpers from among the general membership serve with them." Kevin Proffitt, archivist at the American Jewish Archives, said, "The meetings provide an important opportunity for all of us to meet together as a group, both professionally and socially. I believe this builds a sense of community and spirit that gives us a feeling of who we are both individually and as a group."

With so little feedback on both sides of the issue, I have decided to proceed with offering on the spring ballot a proposal which would leave future Councils open to more

flexibility in programming. I am proposing to simply eliminate SOA Bylaws Section 6, which states: "The Society shall hold two regularly scheduled meetings each year, in the Spring and the Fall. The Spring meeting shall be a symposium on a technical subject." This section limits Council's options. But by eliminating it, we would not be eliminating Council's responsibilities for programming, since Section 10 of the constitution states: "The Society shall hold an annual meeting at such time as the council may determine and additional meetings as desirable." By eliminating the requirement for two meetings, we are leaving open the opportunity for future Councils to revise our programming to include perhaps a workshop, an intensive public service project, or a regional meeting rather than the rigid two meetings per year. I hope SOA members will give thought to this proposed change and be prepared to speak out about it and cast an informed vote at the spring meeting.

Also on the ballot will be a proposal to place \$1,000 from the SOA's treasury in a long-term investment. We are fortunate now to have a comfortable treasury, and Council believes it is prudent to put away a small sum for a rainy-day fund that will draw more interest than our checking account presently does. Ken Grossi, our Secretary-Treasurer, is investigating several options and will present these at our spring meeting. The fact that we are even considering this option, when just four years ago we did not have \$1,000 in the treasury, shows just how strong our organization has become.

I have begun with this issue to include what hopefully will become a regular spring feature of *The Ohio Archivist*, an annual report to members summarizing our efforts since the last spring meeting. I hope this column and that report will bring members up to date on SOA and give them confidence that Council is leading the organization effectively.

Barbara Floyd  
President



# Annual Report: Society of Ohio Archivists, 1991-92

**To:** SOA members  
**From:** Barbara Floyd, President  
**Subject:** Annual report to members

This report provides members with a summary of the activities of SOA during the 1991-92 business year. I hope this brief report will become a regular feature of *The Ohio Archivist* each spring.

## FINANCES

Beginning balance (4-30-91): \$2,702.23  
Ending balance (as of 1-16-92): \$4,399.54

It was only four years ago that the SOA treasury held less than \$1,000. Thanks to the hard work of past president Dennis Harrison, SOA has the largest treasury in its history. Our biggest expenditures continue to be the printing and mailing of *The Ohio Archivist*. Our major revenue producer is, of course, our membership dues. But this year we received substantial financial contributions from OCLC and the Friends of Wright State University Library. Our thanks go to these donors. We will continue to seek such contributions to offset conference costs in the future.

The SOA treasurer, Ken Grossi, will present a detailed financial report at the spring meeting. If you cannot attend the meeting and would like a copy of this report, please let Ken know and he will mail you one.

## MAJOR ACTIVITIES

**Conferences** — Regina Entorf served as program chair and Dawne Dewey as local arrangements chair for the very successful fall meeting. This meeting saw one of the largest attendance figures of any fall meeting we have had. Doris Hambacher is serving as program chair and George Parkinson as local arrangements chair for the upcoming spring meeting. Mike McCormick is working on plans for workshops to coincide with the fall 1992 MAC meeting to insure that SOA will provide programming even without a fall conference. Members owe a huge debt of gratitude to these individuals for their hard work in making our conference successful.

**Ohio Council of Library and Information Service membership** — At the suggestion of George Bain, SOA moved toward being accepted as a member of OCLIS. This should allow us to be more visible among member groups and will result in our meetings being posted in their publications.

**Attorney General's Task Force on Public Records** — SOA wrote a letter in support of the work of this important state government committee.

**Ohio Archives Week** — George Bain and Doris Hambacher are heading a committee to plan a first-ever state celebration of Archives Week in 1992.

**Membership campaign** — Dennis Harrison headed an effort to boost membership and successfully targeted many history-related groups for a membership drive.

**Electronic publicity** — Council will begin in the spring to make meeting notices available over the archives electronic network. Future plans call for making conference session reports available in the same

format. This will enhance our visibility outside the state.

## OHIO ARCHIVIST

Fred Lautzenheiser continues to do an excellent job of editing the newsletter. Permission has been sought to reprint two *Ohio Archivist* articles in national publications. Any SOA members with articles they would like to have considered for publication in the *Ohio Archivist* should send them to Fred.

I hope SOA members will agree that our organization continues to be a strong, active group. Next year marks the 25th anniversary of the Society of Ohio Archivists, and I hope the next 25 years will be as successful as the first.

## COUNCIL ACTIONS

### October 25, 1991 Wright State University

Dennis Harrison reported on the **membership campaign**. The SOA brochure will be sent out to names on the SAA list. Mike McCormick discussed a plan for two workshops to be given at the MAC meeting in Cleveland in November 1992.

Doris Hambacher drafted a letter to represent SOA's position on the **revision of legislation** concerning public records.

### December 6, 1991 Ohio Historical Society

Council discussed putting a certain amount of funds from the checking account into a small **investment fund or account**. A decision concerning investment will be made during the spring meeting.

**Membership** was discussed, along with measures to attract new members: getting more mailing lists, announcements in other publications, special rates for a half year, and information in registration packets.

Council agreed to get **information on upcoming meetings** and SOA activities out on INTERNET or BITNET so that more people would become aware of it. Session reports could also be announced, so that those who wanted to

get information on recent meetings without waiting for the next issue of this newsletter could contact the Editor for full reports. Mike McCormick was authorized to send out this information on email.

The program for the April meeting was discussed, as well as plans for workshops at the MAC meeting in Cleveland in November. Other topics were: an Ohio Council of Library Information Services (OCLIS) institutional membership for SOA, the question of having one or two meetings per year, and Archives Week.

### February 21, 1992 Ohio Historical Society

A vote will be taken at the spring meeting to see if members want Council to **invest a part of the checking account balance** in some way to get more interest.

Council approved putting some **copies of The Ohio Archivist** on the registration table at the fall MAC meeting.

The **spring meeting** was discussed. Workshop fees for spring were set at \$20 for members and \$30 for nonmembers.

**SOA workshops** at the fall MAC meeting in Cleveland will be on grantsmanship (NHPRC sponsored) and (tentatively) architectural records (SAA).



# The University of Cincinnati's Archives and Rare Books Department



Although the University of Cincinnati traces its origins to 1819 when the Cincinnati College was founded, it wasn't until 1973 that a formal university archives was established. Good fortune and happenstance over a century and a half led to there being a substantial amount of material to put into an archives. Apparently the

closets, desk drawers, an occasional vault and numerous old green metal filing cabinets were well-guarded by the zealous.

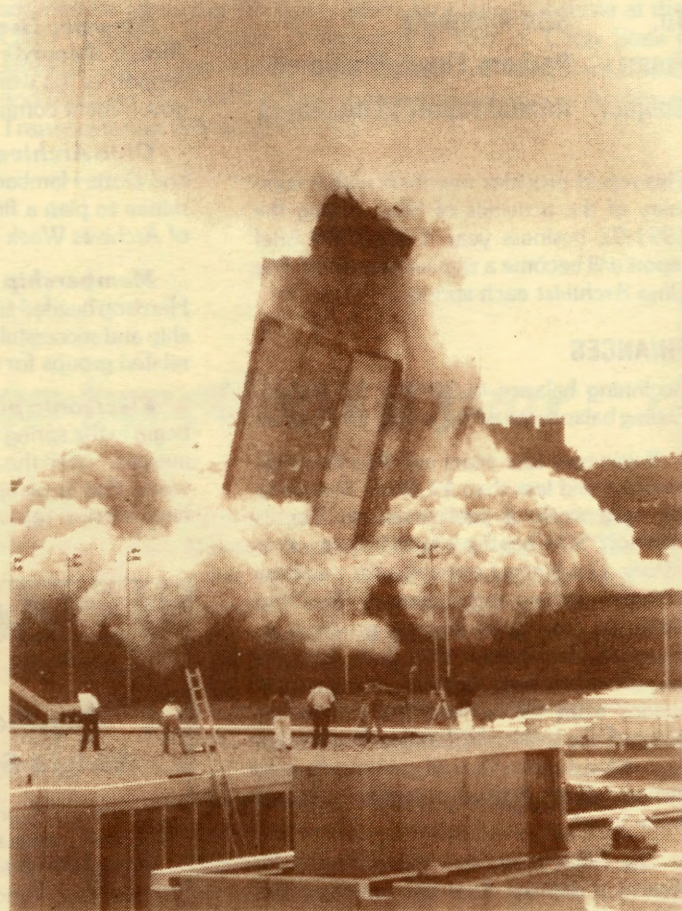
So with unspoken thanks to those decades of mostly anonymous caretakers, UC started a Special Collections Department in June 1973 in order to preserve, protect and use unique and valuable collections. The efforts to this end truly began with faculty collecting efforts in the Department of History in the 1960s and early '70s, and when a specific department under the auspices of the University Libraries was created, these efforts extended beyond university records to include urban studies, the history of medicine and local government records as well. The university's rare book collection was also included in the Special Collections designation.

However, because there were other "special collections" in the libraries, the department's name was changed in 1982 to "Archives & Rare Books" in order to clarify the nature of its archival holdings, and in 1990 the materials in the history of medicine were transferred to the Cincinnati Medical Heritage Center on the East Campus of the university.

The University Archives comprise the largest segment of the department's holdings, with over 6,000 linear feet of records. These



**Cincinnati Brewer Louis Hudepohl, purveyor of song and suds.**



**On June 23, 1991, thousands watched as UC's Sander Hall came tumbling down—in only 9 seconds. The 27-story building was the tallest in the United States to be demolished by implosion.**  
PHOTOGRAPH BY JOAN FENTON

are, of course, the same type of records associated with university archives everywhere, including records of the Board of Trustees; administrative records; faculty papers; university publications; student material such as yearbooks and catalogues, theses and dissertations, and newspapers and magazines; photographs and ephemera; and biographical and subject files.

Because the University of Cincinnati was created as a municipal school (UC did not become a full state university until 1978), many of its records reflect the role the university played in civic affairs, and conversely, the influence the city and its leaders had on the university. Over the past century, the University of Cincinnati has absorbed several of the various previously independent colleges in the city, initially under the guidance of president Jacob Cox in the 1880s. The Cincinnati Law School, the Ohio Medical College, the College of Pharmacy, and in recent decades, the College-Conservatory of Music and the Ohio Mechanics Institute, have all become colleges in the university structure.

Besides the extensive records of these components, the University Archives also contains papers of the Cincinnati Observatory; the papers of Herman Schneider, who developed the concept of cooperative education; university athletics; performing arts; and the materials collected on 19th century Cincinnati by John Day Caldwell.

Today, collecting efforts on administrative records are bolstered



by the University Records Management Program, which was created by and under the direction of the department since 1979.

The department's Urban Studies Collection contains over 2,800 linear feet of records and documents the development of the city in the 20th century, particularly in Greater Cincinnati, which serves as a case study area. By providing a topical focus on urban life, this collection furthers research into the process of urban politics and culture.

Collecting centers on politics, planning, housing and labor history, with supplementary material on baseball in the urban environment, neighborhood activism and change and women's studies. Among the significant collections are the records of the Better Housing League; the Contemporary Arts Center; NAACP-Cincinnati Chapter school desegregation; the Miami Purchase Association for historic preservation; the Ladislav Segoe urban planning records; the records of the AFL-CIO Central Labor Council; and the papers of Cincinnati politicians Eugene Ruehlmann, Myron Bush, Marian Spencer and Theodore Berry.

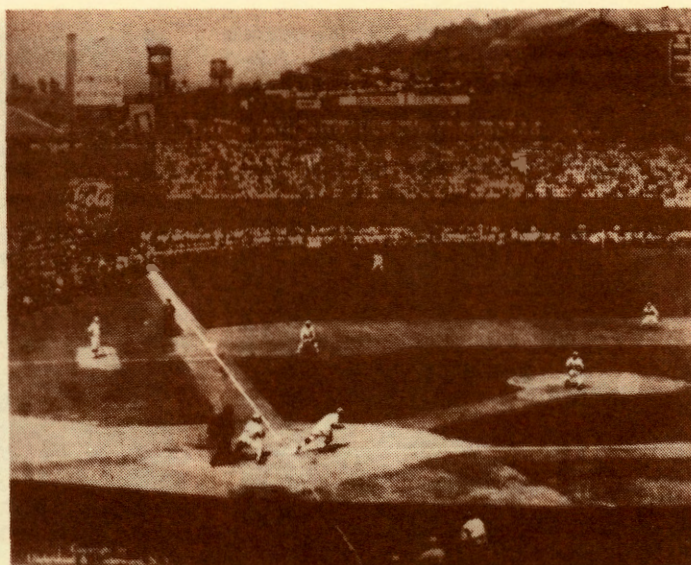
Because the spectrum of urban studies covers the roles of local governments and educational institutions, the materials in this collection complement those in the University Archives and the Ohio Network Collection.

The Ohio Network Collection is the name the department gives to its holdings as part of Ohio's Network of American History Research Centers. Under the collecting umbrella of the UC center are the eight southwestern counties and their municipalities: Hamilton, Highland, Adams, Clermont, Warren, Clinton, Brown and Butler. There are approximately 3,000 linear feet in the Ohio Network Collection.



**Since 1934 Cincinnati's Better Housing League has worked to eradicate slum dwellings and to act as an advocate for fair housing.**

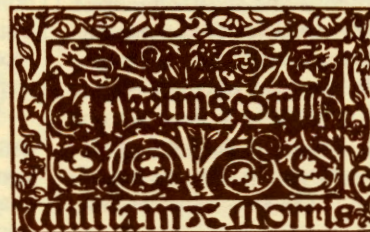
PHOTO BY DANIEL RANSOHOFF



**The first base hit in the 1919 World Series.**

Naturally, records of genealogical value are collected for research, such as wills; citizenship records; birth and death records; deed and mortgage books; and poll books.

But there are also large collections, such as the Cincinnati Planning Commission records, which are widely used by historians, geographers and planners. The most notable collection is that of the Cincinnati Rapid Transit Commission, with thousands of photographs and records documenting the city's ill-fated subway project in the 1920s.



The Archives and Rare Books Department, as its name states, also maintains the university's rare book collection. Numbering 16,000 volumes, the collection covers the entire span of the written word, from cuneiform tablets to incunabula and from early manuscripts to modern first editions. The specialties, however, are in 18th century British literature; North American Indians; early travel and exploration; and the history of the book.

Other notable collections include the Charles J. Livingood Plutarch Collection; fine press editions of William Blake; the Enoch T. Carson Shakespeare volumes; and a large collection of Charles Dickens first editions and issues. In addition to its own volumes, the department also houses the Fick German-Americana Collection and the rare books of the John Miller Burnam Classics Library.

An eclectic manuscripts and letters collection containing D.H. Lawrence correspondence; manuscript notebooks of Irish theater historian William J. Lawrence; and letters of Ambrose Bierce, James Russell Lowell, and Cincinnati abolitionist David Barrow is included as well.

The rare book holdings are accessible through the University Libraries' UCLID database system, and the university will be part of the soon-to-be-implemented OhioLink system. For archival collections, there are inventories, MicroMARC records, and specialized databases. The department also has reference access to RLIN, Internet, FirstSearch and the Uncover serials database.





Reference and research work by departmental staff focuses on proactive projects. There is a continuing effort to document university history as it happens, from the demolition of a building to race relations and the institution of new study programs. In a comprehensive university with over 30,000 students, the task is sometimes daunting. Departmental staff cooperate closely with the university's Office of Information Services and are involved in university publications, alumni affairs, exhibits, the writing of departmental and college histories and outreach activities.

**For over 50 years, the three Gorno brothers from Milan—Albino, Giacinto and Romeo—enlivened the College of Music with symphony and silliness.**

One of the increasing roles the department plays is in the providing of images for publication, primarily from University Archives or Rare Book holdings, on any topic desired. Compilations of citizenship records and wills have been published, with future guides to various aspects of the collections in the planning and writing stages.

The Archives & Rare Books Department is located on the eighth floor of Carl Blegen Library at the south end of the west campus, and is open from 8:00 to 5:00, Monday, Tuesday, Thursday and Friday, and from 8:00 to 8:00 on Wednesday. Researchers may call the department at 513/556-1959 or (FAX) 513/556-2113.

Kevin Grace  
Archives & Rare Books Dept.  
University of Cincinnati

## Visual History Collecting in an Urban Neighborhood

**T**he technique of oral history collection for complementing textual records is well established. Its value to collection development is clear; however, this interventionist approach to collection development need not be limited to sound recordings. For example, photographs in private possession likely will never come to a repository and most often are poorly stored. A "visual history" program allows the repository to seek graphic records from private collections and add them to the general research collection.

The Western Reserve Historical Society experimented with this technique in the spring of 1991. Dr. David Goldberg of Cleveland State University's History Department organized a weekend urban history conference focusing on Tremont, a neighborhood on Cleveland's near west side. Celebrating the area's sesquicentennial, the conference examined the transformations of the community from a genteel collegiate center to merchant residences, to an industrial dormitory and finally to "urban pioneering" and the "gentrification" process. Goldberg specifically looked to involve the older residents, so as to draw their comments on recent redevelopment efforts. To this end, traditional musical and arts performances were scheduled throughout the event. This community participation was critical in drawing the support of the Ohio Humanities Council, which provided grant funding for the event.

WRHS not only preserves the records and artifacts of Greater Cleveland, but has maintained an ethnic archives program. As Tremont has been home to many Eastern European peoples, participation in the conference was an ideal outreach mechanism. Also, Dr. John Grabowski, WRHS Curator of Manuscripts, was interested in the event's potential to popularize neighborhood records preservation.

Tremont offers a special opportunity in this regard. Several institutions have been central to the neighborhood's history and have provided continuity through the demographic changes: the establishments of Pilgrim Congregational Church, Merrick House (a social settlement house), and the Ukrainian-American Museum and Archives mark periods of dominance by area cultures. Moreover, each institution is committed to maintaining its records of enduring value. These activities were highlighted in the conference.

The event was hosted by Pilgrim Congregational, an "institutional" church with a mission of neighborhood service. Goldberg arranged session topics with popular appeal, since interaction would be the key to resident involvement. Thus the visual history project was a prominently advertised segment of the conference. Handbills were distributed through the neighborhood, and a notice was placed in the newspapers.

Residents were encouraged to bring historical photographs of the neighborhood to the sessions and leave them for copying. An added inducement was the offer to provide a free 8x10" print of the photograph.

WRHS donated the services of the author, while part of the Ohio Humanities Council grant went toward the material costs of project. The price of producing an archivally processed 4x5" monochrome negative and two 8x10" monochrome prints (one archivally processed on fiber base paper, one on resin-coated paper) was estimated at \$5.00, with an assumption that 100 photographs would be copied.

The most difficult problem was anticipated to be the intellectual control of unfamiliar images. The author devised an item-level description form identifying the subject matter and the lender's name and address. These

were then sequentially numbered and were to be distributed to the lenders at the conference, one per photograph. The lender would provide the identifying information and return them for copying.

Finding an appropriate room where light levels could be easily controlled was important, as stray lighting shows readily in copy photography. Prior to the conference, the author visited Pilgrim Church and located a basement room with no windows, sufficiently large to allow both the copy setup and table space for collection storage and paperwork.

Assembling a transportable copy studio was the final problem. WRHS uses 4x5" camera equipment for copying, but the copy stand on which the camera is mounted does not disassemble for transportation. Adaptation was required.

Fortunately, the WRHS equipment also includes 600-watt halogen studio lights mounted on collapsible stands. A tripod with the capacity to shoot vertically, a cover glass for flattening the photographs, a light meter, a film changing bag, and appropriate camera filters for contrast and stain control completed the kit. Three cases, for the lights, the camera, and the additional equipment and film holders, weighed approximately 50 lbs.

On the day of the conference, May 18, the author arrived at the church early to set up the field studio. Signs with directions to the basement room were hung throughout the church. Immediately, a small line of conference attendees formed.

While eager to move on to the conference sessions, the participants still had to be instructed and assisted in filling out the individual control forms. Several people needed assistance at one time; however, the lenders were all quite good-spirited and this first problem was soon solved.





**Parishioners of St. John Cantius Church (Polish) conduct an Easter Procession in the late 1940s.** PHOTO: WESTERN RESERVE HISTORICAL SOCIETY

Once the morning session was underway, the copying procedure began. Images were placed on the floor, with the portion of the control form displaying the sequential number under the photograph but visible to the camera. The resulting negative would then be matched to the control form. In fact, copying was soon completed, allowing time to prepare the first materials for return. Shooting was no more difficult than in the WRHS studio, though some lenders wished to watch the copying and thereby posed some distractions.

At the intermission between sessions several new lenders arrived at the same time that the morning group returned for their photos. Again, the lenders were quite patient with the delay. This problem recurred between the two afternoon sessions.

At the end of the day, 12 individual lenders had provided 59 images. Some images were either so deteriorated as to preclude effective copying, or so idiosyncratic as to have minimal research value, and so were passed over. Great tact was required in explaining this, but none of the lenders questioned the reasoning.

The negatives were processed in the WRHS darkroom the following day. Despite moments of uproar in the field studio, only one

negative was double-exposed! In the following weeks, archival prints for the collection and copy prints for the lenders were prepared.

Although few of the photographs were produced by professionals or had strong esthetic quality, their candid nature documented neighborhood activities not otherwise available. A plurality of the images denoted the importance of religious life to the community. Particularly striking was an Easter proces-

sional sequence from St. John Cantius Roman Catholic Church. The most unusual was a panorama of Cantius parishioners garbed as native Americans!

Moreover, the project succeeded as a field outreach procedure. The author discussed the necessity for and techniques of records preservation with the lenders, family and friends, and curious passersby. Literature on simple preservation techniques and archival suppliers was available in the field studio. Finally, WRHS itself received publicity in a prominently advertised event.

Difficulties were relatively minimal. Most importantly, such projects are best accomplished with more than one staff member. If such procedures are conducted in conjunction with a larger event, the event schedule (not the photographer's convenience) will determine the timing of lender arrivals. One person coordinating materials, with a second person shooting, will smooth the work flow and minimize errors.

Publicity is crucial. All available advertising should be exploited, with emphasis on the free aspects of the project. Promotion during the morning session resulted in people's returning in the afternoon with images.

Rejection of an image is perhaps the most sensitive problem. Project staff must be able to explain convincingly if a photograph is too deteriorated or too personalized for general research use. The lender has brought the item because it is significant to him/her, so a fair amount of tact is required or the host institution may look ungenerous.

The WRHS staff was sufficiently pleased by these results that it will participate in another such effort in early 1992. In cooperation with the Great Lakes Theater Festival, WRHS will set up field studios at several locations around Cleveland during performances of Adrienne Kennedy's *People Who Led to My Plays*. WRHS hopes that an active response will supplement its African-American Archives.

Michael McCormick  
Western Reserve Historical Society

## CALENDAR

SOA spring meeting, Ohio Historical Society, Columbus, **April 16-17, 1992**. See p.1.

MAC spring meeting, Bismarck Hotel, Chicago, **May 19-21, 1992**. Contact Becky Haglund Tousey, Kraft Archives, at 708/998-2981.

NAGARA annual meeting, Washington, DC., **July 15-18, 1992**. Theme: "Expanding Horizons: Partnerships with Allied Professions." Contact Marie Allen, NARA, Washington, DC 20408.

XIIth International Congress on Archives, Montreal, **September 6-11, 1992**. Contact Coplanor Congres Inc., 514/848-1133.

SAA annual meeting, Montreal, **September 14-18, 1992**. Contact SAA at 312/922-0140.

MAC fall meeting, Cleveland, **November 5-7, 1992**. Contact John Grabowski at 216/721-5722.



# Records Retention in Ohio:

**H**ow long do I have to keep my records? Will you take them? These are questions that archivists hear frequently.

Answering those simple queries involves complex issues of statutory requirements and regulations, concerns for audits and litigation, and the needs of users for historical information. Meanwhile, records in boxes jamming shelves, littering floors or filling magnetic tapes and disks attest mutely, but persuasively, that all cannot be kept forever.

Archivists and records officers of public colleges and universities have new answers to old questions of records retention and disposition. In January 1992, many received *Records Retention for Public Colleges and Universities in Ohio: A Manual*. What follows reviews the origins of this work, its objectives, and the design itself. Although the Manual concerns academic records, both the process of putting it together and the final product may be solutions for those who face similar problems of records retention on a campus, in a church, or anywhere.

As many projects do, the process that led to the writing of the Manual began as a response to a specific problem. In 1989 the Ohio Department of Administrative Services (DAS) announced that it would seek legislation to remove public colleges and universities from its understaffed and underfinanced records program. No longer would records officers of these institutions submit schedules for the retention and disposition of records to the State Records Administra-

tor, the Auditor of State, or the State Archivist for review and approval. If DAS were successful, the educational institutions would have no guidance from the State of Ohio in the retention and disposition of records. Anarchy, even chaos, seemed near if each campus became its own oracle for records management.<sup>1</sup>

Help came from two associations which represent the public colleges and universities in Ohio. The Inter-University Council of Ohio (IUC) is the organization of presidents and trustees of the state universities. Together with its two-year counterpart, the Ohio Technical and Community College Association, IUC formed a special committee of archivists, attorneys, librarians and registrars. Their mission was to develop guidelines, a general schedule, for the minimum retention of records common to the public campuses of Ohio. In December 1989, the committee met for the first time. Representatives of the Auditor of State, the Ohio Board of Regents, the State Records Administrator and the State Archivist attended the initial meeting and offered encouragement.

As the committee worked toward the goal of a general schedule, it set two objectives. First, the members realized that it would be impossible to identify all of the records by title that were common to the many public institutions of higher education in Ohio. To do so would require many months of surveying and inventorying. Even then, the final listing would be out-of-date as soon as administrators fashioned new records from computers or typewriters.

More useful than a traditional survey would be a framework of records retention that was based on functions common to institutions of higher education. While record series frequently change title and content, basic functions of organizations and institutions—accounting, credentializing, employing, and so forth—which lead to the creation of records for documentation and for communication, are more timeless and more universal. In the end, the general schedule was to include a listing of records common to many institutions and also a functionally-based framework that would outlive the listing.

A second objective was that the general schedule should have a rational basis. Surveys of state-approved schedules revealed great inconsistency of retention periods for similar, even identical, records from one institution to another. A foolish consistency is "the hobgoblin of little minds," as Ralph Waldo Emerson put it. However, a reasoned consistency in setting minimum standards for records retention and disposition was fundamental to the credibility and authority of the schedule. In the end, the schedule had to be explainable as well as comprehensive.

As the committee pondered how to accomplish those two objectives, Donald Skupsky published a new book, *Records Retention Procedures*, in 1990.<sup>2</sup> Skupsky, a certified records manager and an attorney, described a system of records retention that was based on specific federal, and state statutes and legal concerns. In addition, Skupsky designed the retention schedule to mirror the functions common to businesses and included a listing of record series and appropriate periods of retention and disposition. Thus, Skupsky presented a general schedule based on reason and function.

Skupsky agreed to work for IUC and its committee as a consultant. His task was to research laws and regulations in the United States and in Ohio, the legal and regulatory context within which public colleges and universities function. From the results of his research, Skupsky adjusted the retention model in *Records Retention Procedures* to reflect the records and activities of a public college or university in Dayton, Columbus, Cleveland, or anywhere in Ohio.

In turn, the committee had its own responsibilities in working with Mr. Skupsky.<sup>3</sup> It linked the specific titles of records series that had been surveyed initially to the retention model developed by Skupsky. The committee also adjusted the consultant's draft to identify those series and types of



MAC

November '92

## CATCH CLEVELAND

Sample the best of

Ohio's North Coast



# New Answers to Old Questions

records that archivists considered of historical value. Finally, the group made certain that the final schedule also made use of the retention recommendations of the Ohio Association of Collegiate Registrars and Admissions Officers.

As a whole, *Records Retention for Public Colleges and Universities in Ohio*, has two basic parts: a functionally-based matrix for determining records retention and disposition and a schedule that lists titles of record series and their retention and disposition. A comprehensive index provides generous access to both the matrix and the listing.



The matrix begins with a listing of functions or activities that records perform at academic institutions. It describes 68 record groups and recommends periods of retention and disposition. Included are accounting, finance, education, administration, personnel, public relations, and legal activities. Within each of these groupings are many sub-groupings. For example, personnel includes selection, training, benefits, health and safety, summary information and more. The record groups name types of records and describe their function.

Each of the record groups has a unique identifying number which leads to a Legal Group File. This describes and categorizes legal concerns related to the function performed by the record. Thus, accounting activities have different legal groupings from those of personnel.

Entries in the Legal Group File point to another file, the Legal Research Index. Here are citations to specific statutes, regulations and legal concerns that are the reasons for recommendations for retention and disposition.

Typically, users of the Manual begin by checking the list of records titles. Each of the items on the list has a retention period, a disposition recommendation, and a record group number. If the appropriate title is found, then nothing more needs to be done.

If the series is not in the listing, then the user employs the matrix. To use the matrix is to identify the function for which the record was created—e.g. accounting, administrative reporting, legal compliance, and so

forth. Thus, the user selects the appropriate record group and assigns the corresponding retention and disposition recommendations affixed to that group.

Laws and regulations, the basis for the Manual, do change. In the event of a statutory or regulatory adjustment, it is a simple matter to react properly. All that is necessary is to check the Legal Research Index and identify the appropriate Legal Groups affected, then the Retention Groups in the Matrix and finally the specific record titles in the listing that need to be altered.

Archivists and records officers who use the Manual can develop effective programs of records scheduling. In times of legal and regulatory innovation, a database for records retention scheduling that includes the name of each office, its records titles, and the retention group numbers from the Manual for those titles is updated readily. Records officers would know which offices had what records that were affected by new laws and regulations and could issue new schedules quickly and appropriately to the specific parties needing the information.

Copies of *Records Retention for Public Colleges and Universities in Ohio* are available from the Inter-University Council of Ohio, Suite 800, 175 South Third Street,

Columbus, Ohio, 43215-4101. The cost is \$20, plus \$3 shipping.

## FOOTNOTES

1. In House Bill 298, effective July 26, 1991, the State of Ohio did change the Ohio Revised Code to exclude public colleges and universities from the records program of the Ohio Department of Administrative Services.

2. Donald S. Skupsky, *Records Retention Procedures: Your Guide to Determine How Long to Keep Your Records and How to Safely Destroy Them!* (Denver, Colorado: Information Requirements Clearinghouse, 1990).

3. The committee that worked with Skupsky and that was most responsible for the Manual consisted of Lorinda Hite Bishop (Owens Technical Community College), Ann Bowers (Bowling Green State University), Alice Cornell (University of Cincinnati), Barbara Floyd (University of Toledo), Anne Gilliland-Swetland (University of Cincinnati), Raimund Goerler (The Ohio State University), and John Miller (University of Akron).

Raimund E. Goerler, Ph.D., A.C.A.  
The Ohio State University Archives

## MIAMI VALLEY ARCHIVISTS FORM GROUP

The first meeting of the Miami Valley Archives Roundtable was held at Wright State University on November 20, 1991. Twenty-three people attended, representing a wide variety of organizations. Organizers were Bob Smith and Dawne Dewey of Wright State University.

The goal of the first meeting was to define the purpose of the group. Participants discussed a variety of expectations and possible program ideas, including:

- Updates on techniques and programs
- One-day workshops to provide continuing education
- News of local institutions
- Sharing of finding aids
- Sharing of skills
- Newsletter to keep each other informed
- A directory of participants
- Small interest groups

The participants introduced themselves individually and then gave brief overviews of the institutions they represented. This discussion revealed some of the richness and variety of the collections in the Miami Valley. It also demonstrated a varied base of skills from which all can benefit.

It was decided to meet quarterly and to change the location each time. A meeting planned for 10:30 A.M. on June 4, 1992 will be held at the Montgomery County Government Building.

For further information contact:

Dawne Dewey  
Archives & Special Collections  
Wright State University  
Dayton, OH 45435  
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# SOA SESSION REPORTS

## Wright State University

October 24-25, 1991

### ***"What Am I Supposed To Do With That? Ephemera in the Archives"***

THURSDAY, OCTOBER 24, 1991

**Floyd Barman, Director, Clark County Historical Society; Jonathan Dembo, Cincinnati Historical Society; Bonnie Linck, Ohio Historical Society**

Mr. Barman addressed the problem of storing artifacts in a small historical society. This is compounded by the lack of a large support staff with specialized skills; the telephone is the only source of help. Also, there is usually no real collection policy, but plenty of accessions.

In remedying this situation, one must move slowly. Changing things after years in the same pattern is hard and may be taken as a personal affront by the powers that be. Reformers must also be able to live with the fact that they will not be there to see the conclusion of their work. The last requirement is that one be extremely flexible.

Problems begin with the prevalent 19th century "visible storage" style of exhibit, with all items crammed into exhibits at the same time. Even new space is heaped with artifacts, as in the original rooms. All are in direct light and open to handling and theft. Theft is more common than realized; respected local citizens/board members see nothing wrong with borrowing an object to study; it rarely returns to its place. Storage is often inadequate, in attics and basements; labeling is bad, and records of the collections are poor.

Dealing with local customs and taboos is tricky, and a new professional curator/director usually doesn't last longer than about two years. After a honeymoon period of about the first six to ten months, he or she starts moving things and the fun is over. Barman had suggestions on what to do, in two basic phases.

**PHASE 1—during the honeymoon period**

1) Make essential changes to eliminate immediate security risks, extreme temperature fluctuations, etc. Formulate some idea of what direction you want to go.

2) Make one or two good friends. (Enemies will come without trying.) Board members are often collectors with a conflict of interest. Eliminating this is hard but necessary. Officers at the Local History Office of OHS, as out-of-towners, are more likely to get attention if they, not the new curator,

point out that some board members should be replaced.

3) A registration program is necessary, though it may take years. Make the connections between donors and gifts.

4) Painting/cleaning of galleries is advisable and affords the chance to remove artifacts from display permanently and end the era of "visible storage" exhibits.

5) Conservation is a problem (cleaning, UV protection). Even without a budget, needs can at least be noted in the inventory.

6) A proper storage area is essential.

7) Donors are often as important as gifts. Show them the storage area to demonstrate that you have not thrown out their gifts. Donors who request the return of gifts have to show real proof of ownership; failing this, you are legally justified in retaining the item. To those who request the return of items they never got around to giving, promise to "keep looking."

8) People must get used to changing exhibits. An "associative" exhibit is effective: take all the curios with which historical societies abound and collect them in an exhibit. Label it "a curiosity cabinet of the 19th century." Get the point across that this is quaint, but "of course, we aren't like that now."

**PHASE 2 begins after the honeymoon is over.**

1) Bring in an outside expert to define a collections policy to the board. A person from the Ohio Historical Society would have the stamp of authority.

2) Deal directly with the conflict of interest issue. Don't deal yet with theft by board members unless absolutely necessary, as this brings out the worst publicity.

3) Add conservation to the budget.

4) Remind constituents constantly of the mission of the society—to collect and preserve—not just to collect. The CCHS Board itself is now reminding the public of the Society's goals.

5) The location of artifacts is a big problem. Fragmenting and offsite storage of large items are common. For control and security, all should be gathered in a central location. At CCHS vaults were acquired for storing real treasures.

6) Unroll and unfold archival materials. Textiles need special attention. Remove badly damaged items from view; they project a bad image. Artifact sizes are nonstandard, so you

may want to buy a box-making machine. Ethofoam can be used for long-term storage.

7) Artifacts can be used in several different ways inside and outside the institution, as long as protective procedures are followed (e.g., encapsulation of papers).

In doing all of these things, Barman advised that a crisis can be very useful—it will force the Board to react. At CCHS, the EPA closed Veterans' Hall on account of a bad heating system. The commissioners felt bad and gave the building back to the society for storage, at which time the CCHS got acid-free boxes and most of the archival collection was moved to an empty Wittenberg University building. Also, the public hasn't seen the items for a while, and viewing them again will be a new experience.

Best of all, the constant educational efforts of the CCHS staff with both the board and the public have paid off—a \$10 million tax levy has made it onto the ballot to build a museum. The conservation lab is scheduled to be built first—this never could have happened without an educated public which knows that conservation is more important than what they see displayed. Going from the visible storage exhibits of the 1800s to a tax levy in nine years is a great accomplishment.

Jonathan Dembo of the Cincinnati Historical Society then read a paper on the care of architectural records. This will be reprinted with revisions in the next issue of the Ohio Archivist, and so this session report is omitted here.

Bonnie Linck of the Ohio Historical Society spoke on the family Bible collection at OHS and the ways of making the information available to the public. The Ohio Village schoolmaster's request for a Bible to use in his work led to the discovery in it of old records of the family who had owned it. This made the library reassess its Bible collection; out of 10,000 researchers a year, 8000 were genealogists, and this seemed like an area in which to serve them. A Franklin County Genealogical Society volunteer discovered 108 family Bibles with valuable information in them. This information was not accessible through the standard card catalog. Individual copies of Old and New Testaments, as well as hymnbooks and psalm books, also contained written-in information and were included in the project.

The records were copied from the Bibles



and each Bible was given the name of the family whose records appeared most prominently in it. The books were placed in individually made boxes (with a prohibition on photocopying) and arranged alphabetically by the family names. The extracted information was collected in an indexed book which turned out to be 190 pages long. Copies of this were placed in important national collections such as the Fort Wayne Public Library and the Salt Lake City library, and the rest are being sold for "minor income." The anticipated problem with the restriction on photocopying did not happen; most people who actually find their family records are so happy to see them preserved that they do not mind. Being able to handle these old items is enough to satisfy them.

The Bibles date back as far as the 17th century, and places of publication ranged from the U.S. to Constantinople. Ten languages are represented, including a very rare Irish Gaelic Bible from the 1830s, when the English had forbidden speaking, let alone printing, the Irish language. A New Testament in Shawnee had been translated by Tecumseh's grandson. One "Bible" was actually a 17th century German gazetteer complete with valuable woodcuts of cities. Two belonged to Ohio governors, and one has since been used for Gov. Voinovich's swearing in. The Bibles of early Ohio people such as the Vallandighams, the St. Clairs, Reasin Beall, the Downer family of Granville and Ulysses Grant's daughter are there. One amusing note was "My daughter was born in [the year was given] and I can't remember the day myself." A German songbook from the 1790s described a famine in the Stuttgart area. Drawings of such things as farms, coffins, and trees were found. The bindings included some very interesting ones not only of leather but also horsehair and hand-stitched fabric. Ephemerata included calling cards, hanks of hair, pressed flowers and leaves, and painstakingly made cut paper items.

### ***"The Press, the Laws, & the Archivist: Current Issues in Ohio Public Records"***

**Jim Ripley, Dayton Daily News; John Stewart, State Archives Department, Ohio Historical Society; Kirk Albrecht, formerly with the Ohio Attorney General's office.**

Mr. Ripley represented the press. He was most concerned with the records that governments keep electronically. These are not as easily seen as paper records, and so we must constantly be asking to see them; more vigilance is needed on the part of the public. Now that computers have made compilation and retrieval so much simpler,

people ask for records that they never used to request. Some stories would have been impossible to write in the past. For example, the Dayton Daily News was able to extract numbers out of vast databases in 1990 to show who was illegally contributing large sums of money to political campaigns. The paper had a ten-month battle with OSHA to get accident reports and then discovered that the agency does not hear of many deaths that result from improper situations it allows to exist, and that safety infringements were punished only once.

Now Montgomery County's government has information on line, so that such public records as mortgages, civil court records, and auto titles can be used in investigation. For example, a student took out a loan for immigration assistance but was unable to find the lawyer he had engaged. On-line county records showed that the lawyer had given his accounts to others, bought a \$325,000 house, purchased a Mercedes Benz for \$50,000 with \$500 down, and disappeared. Due to the paper's efforts, two banks and the Benz dealer were able to sue for their money.

This information is not now easily accessible to the man on the street. Public libraries should eventually have it available. The press can perform its role as society's watchdog better with the PC; however, there is no law in Ohio regarding electronic records. The state Supreme Court even ruled that magnetic tapes are not public records; however, there is now pressure for change.

John Stewart, Assistant State Archivist since 1987, stated that the state archives has an awesome responsibility with the custody of government agency records. The archivist must be able to keep the material available, although many records may be fragile or on impermanent modern media. Decisions on access must balance the public interest and the (sometimes conflicting) legal interest. All of this is tempered by the need for preservation - the governor of Florida signed documents with an orange felt-tip pen, and they are now *sans* signatures. As examples of difficulty of acquisition he also cited election returns, which were once bound bundles of paper, then computer paper, but are now floppy disks which cost \$2000 to acquire. There are too many officials and conflicting directives, but the archivist must persevere - there is no other choice.

The Ohio Historical Society has been the statutory custodian of the State Archives since the 1920s, but this is passive - the laws only apply to records "which" may come into OHS possession and do not give OHS power to commandeer them. An example of this authority without authority was when the Toledo Blade used the internal affairs

files of the police department. OHS denied a destruction request and an impasse ensued. Finally the police department wrote up a schedule, but it did not include administrative records, which were the sticking point in the first place.

Both Ohio law (the Ohio Public Records Law) and Federal law (the U.S. Freedom of Information Act) define what is public as well as criteria for denial of access. The Ohio law has no time limits, but the basic Federal law, passed in 1924, puts a statute of limitations on census records (72 years) and other confidential records (30 years). Confidential records thus will inevitably eventually become open to the public, and the law has some teeth.

Stewart observed what technological change has done to the way we keep records. He sees a return to the "filing cabinet" concept of record-keeping, even in the day of the PC.

Kirk Albrecht had been with the Ohio Attorney General's office but is now in private practice in the area of records. He has written a book compiling a review of jurisprudence in the area of public records and records management. He first spoke about the verdict in the Margolis case, which ruled that the keepers of government records can keep them in whatever form they wish and may hand them over in whatever form they want. The justices mistakenly thought it was always cheaper to hand over paper than diskettes. This rule is now (not very flatteringly) known as "the Ohio rule" in contradistinction to the "New York rule", which requires records to be handed over in the original format.

Public records and open meetings issues are the most pressing problems now facing the government records archivist on a day-to-day basis. There is great tension between the public (including the press) and the creators of public records. The archivist ends up in the middle. Public records are open, and records that cannot be handled because of fragility are the exceptions. The crux of the matter becomes the definition of a "public record." The law as written only becomes defined by reference to court decisions. The Ohio Revised Code, Chapter 149, is crucial for the definition of public records in Ohio. It regulates the Ohio Historical Society, the Ohio Public Records Act, and local records agencies.

A public record is defined as any document, device or item, regardless of its physical form or characteristic, created by a public office, received by a public office, or coming under the jurisdiction of a public office. The record documents a government function. This definition covers the very broadest range possible. In response to audience questions, Albrecht said that records created by a private company or



individual coming into a public office later are government records—the education of its citizens is one of the highest missions of the state, and these manuscripts are there to fulfill that role and are therefore state documents. Donor agreements aren't necessarily valid, because a private agreement can never obliterate public responsibility, and a public official cannot bargain away the public's right to know (e.g., in the case of Gov. Celeste's agreement). Also, any record created with the help of "significant public funding" is a public record, such as records of private foundations of public universities or hospitals set up by cities. Library materials are (so far) exempt from the definition. The basic problem here is the open-ended definition.

The only records not open to the public are in six narrowly defined categories in the Code. Albrecht listed most of these: medical records, student grades, adoption records, probation and parole records, records concerning pregnant minor females who request abortions without parental consent, and a few others. Albrecht wrote an opinion for the Attorney General stating that, without a clause in the law, both medical and student records remain confidential forever. As with every other aspect of records law, the General Assembly can pass a bill making exceptions to any of the above laws.

Who owns the public record? Section 149.351 ORC states that all records are the property of the public official concerned; however, a 1961 case made clear that the official is only holding them in trust for the people of Ohio. Documents must be protected (people can't handle the original 1802 Constitution), but copies have to be available. We don't have to hand over a diskette, but its contents must be available on a terminal. Withholding public documents is punishable with a jail term; charging a fee to inspect public records is illegal (Section 149.43 ORC). After a formal request, the requestor can sue.

What happens when records are erased? Public records can be appraised and erased by an officer, but no public record can be destroyed without an approved retention schedule. The Attorney General fined the Toledo police department \$1,000 for every record destroyed without scheduling. Lobbyists got rid of DAS oversight (see next session report) but did not vest any other agency with this authority, so now there is no statutory authority to destroy any public record in any of these agencies. Public archivists can only schedule records legally if they get new statutory authority. There are at present only two choices for disposing of public records in Ohio—destruction or transfer to OHS. At present, the only people who have the statutory authority to destroy anything are the State Archivist

(i.e., the Ohio Historical Society) and the State Auditor's office.

## ***"Records Management on Ohio's Campuses: Past, Present, and Future"***

**THURSDAY AFTERNOON,  
OCTOBER 24**

**Rai Goerler, Archivist, The Ohio State University** [See also full article elsewhere in this issue.]

The archivists of Ohio's state universities have been trying to replace DAS (the Department of Administrative Services) oversight since Governor Voinovich signed House Bill 298 into law on July 26, 1991, removing Ohio's public educational institutions from DAS' authority. Goerler presented 1) a history of this situation; 2) a description of the schedule that the committee of university archivists came up with as a remedy; and 3) comments about the future functioning of records retention scheduling, also with implications for private records management.

1) In 1988 DAS published a general schedule enumerating 125 types of documents from state offices, with a records retention schedule for each, superseding the State Records Commission's regulations. Most of the new schedule was more appropriate to agencies like the State Liquor Board or the Bureau of Motor Vehicles than to higher education's records. DAS agreed that the schedule was not appropriate, but its response was to remove the universities from its jurisdiction. Few of the universities had records management programs, though this had been a requirement on the books for forty years.

The universities then had to find a new authority for their retention schedules. They first went to the Ohio Board of Regents, but later the Inter-University Council of Ohio (a group of 15 state universities) became interested. In September 1989, the presidents and trustees of the public universities mandated the formation of a Records Retention Committee, which was subdivided into subcommittees (Personnel, Business, Student, Planning & Review, et al). The subcommittee chairmen were to meet and coordinate the production of an overall schedule.

In regard to a final schedule, there were numerous problems: comprehensiveness, the expense and difficulty of a traditional survey, the immediate obsolescence of a general schedule, consistency, and ultimate authority to reconcile differences. The Inter-University Council can recommend action but has no regulatory authority.

Finally it was decided to call in Donald Skupsky, attorney and certified records manager. He used two components in con-

structing a general records retention schedule:

1) a legal research index showing cases and their effects on the law; and 2) a legal group file in which instances which were treated similarly are grouped together; each group represents one set of legal concerns and has a special code number.

The extensive set of tables making up the matrix was devised so that one can trace a specific recently changed law through the tables to find out which individual retention schedules will have to be changed. The object is to identify minimum retention schedules and to base these on statutes, since there is no longer a DAS authority.

This matrix is more flexible than the state government's general schedule and is also flexible between different institutions. It serves as a common ground for decision making and gives the state a prospect for consistency and comprehensiveness. Skupsky plans to investigate the variances between U.S. and Ohio law, and the subcommittees will then make further adjustments. The listing would grow as other types of records are added. The general listing was finalized in mid-October of 1991, and the records listing and general schedule have "comment" fields which will be useful. The goal was not just to have consistency, but to set down guidelines based on actual laws.

The speaker used the resulting schedule to illustrate how to look up one type of record and see the recommended minimum retention time, and how to trace the effects of a change in a specific law to come up with a new minimum retention period. Final decisions would be recorded for reference in the future. A "corrections bill" to be passed by the General Assembly will give the universities the authority to follow through on their own.

An initial workshop given by Skupsky in Columbus in January, 1992, began training public records archivists from state universities so they can set up local programs themselves. An annual workshop should provide for updating the schedule with new legislation and be the forum for discussing the records programs which the State has never provided. "One more vision" would be projects in each institution together with legal counsel to collect titles and develop a general schedule and matrix.

This schedule would not be a legal document unless authority is vested in the trustees of the institutions. The records would still have to be there, but the Auditor's office would not have to specify individual retention times for all records. It is hoped that after the first few, the workshops could be opened up to others; being based on state law, this model could serve for archivists around Ohio, private as well as public.



# SOA candidates present views

Following are the responses of the candidates to the questions asked by the Nominating Committee.

## **PRESIDENT**

**Barbara Floyd: University Archivist, University of Toledo and Interim Director, Ward M. Canaday Center for Special Collections, University of Toledo.** Degrees: B.A., Journalism; M.A., American History; M.P.A., all University of Toledo. Member: SOA (Council, 1987-89; Vice President, 1990-91; President, 1991-92); MAC, among others. Publications: articles in *Midwestern Archivist*, *Ohio Archivist*, *Northwest Ohio Quarterly*, *Labor's Heritage*. Co-editor of University of Toledo Library's newsletter *Collections*. Author of several exhibition catalogs. Consultant on records management manual for Ohio's public colleges and universities, 1991.

During the next five years, the Society of Ohio Archivists should work to increase its visibility outside of the state. We have begun to do so through the *Ohio Archivist*, which is achieving a broader circulation. Two articles have been requested for reprinting in national publications. We are also making plans to circulate our meeting programs and session reports on electronic networks. These efforts should help SOA to achieve greater respect outside the state as well as add to the knowledge base of our profession.

Within the state, SOA should work to become the first organization archivists consider joining. Some may feel there is little reason for joining the state group when MAC and SAA offer greater programming opportunities. But SOA fills some important voids—we can provide low-cost programming for entry-level archivists who do not have the resources to travel to distant conferences; we can address more advanced archivists by bringing in outside speakers to talk on state-of-the-art topics without great expenditures for travel; and we can discuss topics unique to Ohio archivists. We have attempted all of these in the past few years, and have become a stronger organization. We have been fairly successful in getting those new to the profession to join our organization. But we now need to reach out to those former SOA members whose memberships have lapsed to let them know about SOA's recent successes and convince them that SOA has something to offer them.

## **VICE PRESIDENT**

**Michael McCormick: Reprographer, Western Reserve Historical Society.** Degree: B.A., University of Michigan. Member: (partial list) SAA, SOA, MAC. Publications: Articles in *Ohio Archivist*, *Encyclopedia of Cleveland History*.

Recently, the role of the statewide archival organization has been the subject of some discussion. In the face of the growing ability of regionals to provide support and service to curators and archivists, is the statewide organization to be reduced merely to "networking" and socialization?

I think not. SOA must continue to recognize that its core constituency is that large group of professionals who, for a variety of reasons, are constrained from participating in the

national and regional activities of SAA and MAC. Recent meetings of SOA have offered speakers of national import and topics of emerging technology and techniques. It will be vital for the organization to continue to offer these educational opportunities to the junior level staff member, or the "lone arranger."

Moreover, to do that, it will be important to continue to pursue the possibilities of additional funding sources, over and above the dues structure and meeting fees. The support garnered for the spring '91 meeting and the effort to offer self-supporting workshops of the highest quality are appropriate first steps in a development program.

For the next five years and beyond, SOA must provide, and even better, the quality of the programming it has offered for the past five years. Costs being what they are, SAA and MAC will not be growing more accessible. SOA's educational mission will be more vital than ever.

## **COUNCIL**

**Kevin Grace: Assistant Head, Archives & Rare Books Department, University of Cincinnati.** Degrees: B.A., Wright State University; M.A., University of Cincinnati; Certified Archivist. Member: SOA, MAC, Ohio Academy of History, Society of Typophiles, Greater Cincinnati Library Consortium: History and Archives Group. Publications: articles in *Urban Resources Journal*, *The Ohio Archivist*, *The Baseball Research Journal*, *Louisiana Folklore Miscellany*, and numerous articles in University of Cincinnati publications.

Council members act as sounding boards for the membership and assist in the planning and implementation of our meetings. In both of these duties, Council members must provide the membership with an organization that is operated in a businesslike manner and which is receptive to fresh ideas and new directions in the profession.

I bring to my candidacy 15 years' experience as an archivist and former duty with SOA, both on Council and on nominating committees. I would like to involve more members in our meeting functions and draw together those SOA members with particular interests within the trade.

**Martin Hauserman: Archivist, City of Cleveland.** Degrees: B.A., Lebanon Valley College; M.S.L.S., Case Western Reserve University. Member: SOA, MAC (1992 Local Arrangements Committee), Cleveland Archival Roundtable. Publications: Cleveland: the *Prodigy of the Western Reserve* (photograph selection); *The Encyclopedia of Cleveland History* (articles); "A New Breed of Researcher" (paper, MAC, fall 1991).

The role of a Council member in the SOA is to represent a variety of interests, primarily in the archival community in Ohio, secondarily in allied communities in the state. My experiences, which include working at the Western Reserve Historical Society and the Archives for the Cleveland Roman Catholic Diocese, as well as being an archivist for the Cleveland City Council, have given me a wide perspective of the needs of the archival community in Ohio: communication, education, membership, and professional networking.

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## COUNCIL (cont'd)

**Kathleen (Kathy) L. Spray: Assistant Archivist, American Jewish Archives, Cincinnati.** Degrees: B.A., Miami University; M.B.A., University of Dayton; M.A., Wright State University. Member: SOA, SAA, MAC, AASLH.

The role of a Council member in SOA is to identify the needs and concerns of its diverse membership and to steer the organization to respond appropriately. Educational programming at meetings should reflect the diverse needs and concerns of members working in a wide variety of situations. Both specific traditional problems and newer concerns of interest to the profession as a whole should be offered while keeping the programming affordable to all members.

If elected I will bring organizational skills and experience gained from leadership roles in other organizations to the job of SOA Council member.

**Yvonne K. Wilson: Archivist, Youngstown Historical Center of Industry and Labor (OHS).** Degrees: B.A., Auburn University; M.A., Duquesne University. Member: SOA, SAA, Society of Alabama Archivists, Society of Mississippi Archivists.

As a Council member, my role would be to function as a regional representative in eastern Ohio, the recruit members, to assist in planning meetings, and to conduct preservation workshops and consultation within my region. The workshops and consultations for local repositories and organizations would not only provide assistance in the care and handling of archival material, but also function as a form of SOA outreach program. The workshops could also be used to attract and recruit individuals for SOA.

As a member of state, regional, and national organizations, I have experience in working with various archival organizations. As an employee of the Ohio Historical Society and member of the Ohio Network of American History Research Centers, I have a broad perspective on the archival issues facing the state. As a local government records representative, I am in contact with individuals and organizations that may be potential SOA members. Having worked for a local historical society, two state-supported agencies, and a university, I understand the issues facing each type of institution. My diverse background enables me to represent the entire SOA membership.

## ARCHIVES WEEK

Following approval by the membership at last year's business meeting, plans are developing for "Archives Week in Ohio" during the first week in October. The theme will be "Tales from the Archives," and repositories will be asked to hold open houses to feature items that have a story behind them. We are also planning to invite groups such as local historical societies, Ohio Genealogical Society chapters, and county and municipal officials to participate. George Bain and Doris Hambacher will have more to say at the spring meeting; your help will be needed to make this a success.

## Results of SOA Membership Survey

There was an excellent response by the membership to the questionnaire mailed with the annual dues notices. A total of 118 questionnaires were returned for a response rate of better than 90 percent. A summary of the results follows.

### ■ SOA members belong to the following organizations:

MAC .....	76.....	64%
SAA .....	64.....	54%
AASLH .....	15.....	13%
American Library Association .....	14.....	12%
Ohio Academy of History .....	14.....	12%
Organization of American Historians .....	13.....	11%
American Historical Association .....	9.....	8%
ARMA .....	8.....	7%
Cleveland Archival Roundtable .....	8.....	7%
Ohio Library Association .....	8.....	7%

A sampling of other organizations listed at least once includes MARAC, ASIS (American Society for Information Science), the Academy of Certified Archivists and the National Council on Public History.

### ■ SOA members are employed as:

Archivist .....	78.....	66%
Librarian .....	14.....	12%
Consultant .....	3.....	3%
Retired .....	3.....	3%
Manuscripts curator .....	2.....	2%

Other designations listed included Teacher (3), Student (2), Microfilmer (1), Historian (1).

### ■ Places of employment are:

College or university .....	45.....	38%
Religious organization .....	11.....	9%
State historical society .....	10.....	8%
Local historical society .....	9.....	8%

Other employers included: public libraries (5), consulting (5), business (5), museums (5), state and local government (4), hospitals (2).

### ■ Years in profession:

10 or over .....	53.....	48%
5-9 .....	26.....	24%
3-4 .....	19.....	17%
0-2 .....	12.....	11%

### ■ Years in SOA:

6 or over .....	49.....	42%
3-5 .....	30.....	26%
1-2 .....	34.....	29%
new* .....	3.....	3%

\*The small percentage of new members is a result of mailing the questionnaire to the existing membership.

Dennis Harrison, Ph.D.  
Case Western Reserve University



# NEWS NOTES

**The Ohio University Libraries** received the Ezra Walker Collection in November. Walker, an 1826 Ohio University graduate, moved to Kanawha County (Charleston, West Virginia, then Virginia). About 40 documents dating from 1826 to 1853 include letters to Walker from William Holmes McGuffey as President of Ohio University and from Walker's friend and associate, Congressman George Summers.

**The Ohio Historical Society** has received a grant award of \$401,435 from the National Endowment for the Humanities to conduct preservation microfilming as it begins Phase III of the Ohio Newspaper Project. Phase III will produce 1,600 rolls of microfilm of newspapers in northeast, northwest and west central Ohio in 1992 and 1993. The rest of Ohio will come under future grants from 1994 on. Bibliographic and holdings information for more than 6,000 Ohio newspaper titles were recorded on OCLC, accessible in nearly 14,000 libraries worldwide. More than 4,000 titles are held in the OHS Archives—Library Division and were cataloged by the project between January 1987 and June 1989.

**The Ohio Genealogical Society** is currently surveying all Ohio county marriage records and will publish a listing of all Ohio marriages to 1820. If that goes well, they will work on the decade 1820-1830, and so on. The OGS is one of the first societies to publish reference works in CD-ROM format, their index to the 1880 Ohio census being available in that format as well as in book and fiche formats.

The Frohman Foundation of Sandusky awarded a \$20,000 grant to the Research Division of the **Hayes Presidential Center**, Fremont, for conservation and improved accessibility of items in the Charles E. Frohman Collection, which includes manuscripts and photographs with aviation materials, shipping records, and items pertaining to Erie County, Sandusky, and Great Lakes history. Six members of the Research Division presented a five-session class called "Researching Your Ancestors" in fall, 1991 for more than 75 participants. Nan Card of the Hayes Library is completing a computerized list begun by Richard Manion of more than 3,000 Civil War soldiers who served from Sandusky County. The final product will give each soldier's documented service, as well as selected transcribed letters and photos, and will be published this year by the Kin Hunters Chapter of the OGS. In August, 1991, Asst. Director Tom Smith and Archivist Tom Culbertson went to the home of Dr. John Davis Skilton, Jr., in Fairfield, Connecticut, to acquire papers and memora-

bilia of his Monroeville, Ohio, family. The collection includes the Civil War diary of Capt. Alvah Stone Skilton, with other correspondence, diaries, business papers, and artifacts such as canes, watches and clothing; it will add to the Skilton/Davis/Heyman papers previously acquired from Laverne Heyman of North Fairfield, Ohio.

**The Western Reserve Historical Society** received a \$150,000 grant from the Cleveland Foundation to reestablish its African-American Archives position. This will enable the Society to hire an archivist for three years and undertake various internship programs while continuing its drive to endow permanently the position of Associate Curator for African American History. WRHS also received a grant from the United Black Fund to process and describe its voluminous collection of Karamu House records. Karamu is internationally recognized for its outstanding work as an interracial center for theater and the arts. Bernard Watford was moved to full-time status as the Society's microfilm camera operator in October 1991. The WRHS library has purchased the entire 1920 United States census on microfilm as well as the Soundex index for Ohio and six surrounding states. The census will be open for research in the spring. Working with the Gay/Lesbian Community Center of Greater Cleveland, the Society has established the Northeast Ohio Lesbian/Gay Archives to collect and preserve records relating to the history of the local lesbian/gay community.

**The Hiram College Archives** received a donation of papers from the family of Trustee H. Alexander Pendleton. The collection includes paper of the Pendleton, Austin and Thorn families of Warren and Youngstown, c. 1800-1900. Among the Austin papers is a series of correspondence between Harmon Austin and U.S. Representative, later President, James A. Garfield. This collection is especially important to Hiram because of the Garfield correspondence (Garfield was student, teacher, principal, and trustee of the institution) and because of the families' links with the Disciples of Christ (Christian Church), who founded Hiram College.

H. William Lawson, formerly the Assistant Director of the **Mahoning Valley Historical Society**, became Director on November 1, 1991. Joan M. Reedy, formerly Director of the Danvers Historical Society in Massachusetts, replaced him as Assistant Director. The Society will open two new exhibits this spring: "Rodef Sholom in Retrospect: 125 Years of Youngstown's Oldest Temple" (beginning March 29) and "Smoky Hollow: Youngstown's Melting Pot" (beginning April 10).

**The Ward M. Canaday Center, University of Toledo**, will open its exhibit "The Fading Dream: The American Ideal and the Challenge of Realism," on Wednesday, April 15, with a lecture by Guy Szuberla, UT Professor of English. The exhibit looks at the literature of the period between the Civil War and World War I when literary trends moved from Romanticism to Realism. The exhibit will last through August.

**The Institute for Great Lakes Research, Bowling Green State University**, has completed a one-year project funded by the NEH during which 500 cubic feet of holdings documenting Great Lakes maritime history were processed and are now available for research. Among the collections are those of: the Lake Carriers' Association, Loudon G. Wilson, W.G. Bartenfeld, International Ship Masters' Association, Wilson Marine Transit Company, R. A. Stearn, Edward Middleton, and Paasch Marine Services. Finding aids are available and a special vessel list for the Loudon Wilson Collection will be available early in 1992. Contact Robert W. Graham, Archivist, Institute for Great Lakes Research, BGSU, 12764 Levis Parkway, Perrysburg, OH 43551, 419/874-3907.

The congressional papers of Charles A. Mosher (1906-1984) of Ohio's 13th Congressional District, were transferred from Kent State University to the archives at **Oberlin College** last fall. The papers deal with legislation on such issues as higher education, Vietnam, and Great Lakes fisheries. Preliminary work was done at Kent State, including a 206-page finding aid done by William Marshall in 1973. This collection complements congressional papers already at Oberlin—those of James Monroe (1821-1898) and Donald J. Pease (b. 1931), who will place the rest of his papers at Oberlin as well. These two 20th century collections will eventually span the years 1960-1992. [from an article by Betty Gabrieli in the *Oberlin Observer*]

**The Inter-University Council of Ohio** is making available a new publication, *Records Retention for Public Colleges and Universities in Ohio*, compiled by archivists, records managers, registrars, and consultant Donald Skupsky. It provides both a general schedule for retention and disposition of records common to many institutions and a matrix for determining appropriate periods of retention and disposition for records not on the general schedule itself. The cost is \$20 plus \$3 postage, from the Council at Suite 800, South Third St., Columbus OH 43215.

The Editor is pleased to report that we have had requests to **reprint two articles** from *The Ohio Archivist*: Virginia Krumholtz's article on the Cleveland Museum of Art Archives and Fred Stielow's article on electronic records.



The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$10.00 per year (\$15.00 institutional; \$5.00 student). Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Kenneth Grossi, Secretary-Treasurer SOA, Ohio State University Archives, 169 Converse Hall, 2121 Tuttle Park Place, Columbus, OH 43210.

**THE OHIO ARCHIVIST** is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are January 15 for the Spring number and July 15 for the Autumn number. All materials should be directed to:

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**CHANGE OF ADDRESS:** Please be sure to notify Ken Grossi, secretary-treasurer (see address above).

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